

May 3, 2023

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DESIGN
CONFERENCE REPORT**

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: April 5, 2023

LOCATION OF CONFERENCE: NHDOT, Profile Conference Room 161

ATTENDED BY:

NHDOT

Jennifer Reczek (co-chair)
Bill Oldenburg
Tobey Reynolds

CONSULTANTS

Darren Blood (co-chair)
Jason Beaudet
Roch Larochelle
Marty Kennedy

1. The Divisions of Work for Preliminary Design were expanded and discussed at length. This will be the basis for the Standardized Scope of Work (SSOW).
2. A Table of Contents and outline will be developed in word from the excel file.
3. Prior to the next meeting and once the outline is prepared, Darren will test a file sharing site with Jennifer for development of the SSOW. Once it is clear the file sharing will function through this group's respective firewalls, access will be granted to the group. The intent is to have the committee populate the outline with the text necessary in sufficient detail to create the SSOW for Preliminary Design.
4. Next Steps
 - Develop draft SSOW based on the agreed to Divisions of Work.
5. Next Meeting, May 3, 2023
6. Parking Lot
 - 3D deliverable language
 - Updates/Standardized Invoicing Review
 - Ownership of Plans
 - Changing Audit Contract Language